

UNIVERSITY OF NAVARRA

APPLICATION GUIDELINES

University of Navarra Alumni Scholarship Program

ACADEMIC YEAR 2012-2013

The Alumni Association of the University of Navarra (Alumni), hereby convokes the 8th Edition of the UNIVERSITY OF NAVARRA ALUMNI SCHOLARSHIP PROGRAM (ASP), corresponding to the academic year 2012-13. This Program is intended for students who wish to perform their undergraduate studies at our University, who have an excellent academic record, and who possess the necessary human qualities and aptitudes, but who would not be able to pay the tuition without economic assistance.

The UNIVERSITY OF NAVARRA ALUMNI SCHOLARSHIP PROGRAM is financed by the generous collaboration of former students of the University of Navarra and by other persons and institutions conscious of the social labor which the University of Navarra performs in the formation of persons.

The beneficiaries of the Alumni Scholarship acquire the moral commitment to collaborate with this same Program, at the time and in the amount that his or her economic situation permits, following his or her best judgment.

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1. Candidates

First-time applicants:

- a. Students of any country who wish to begin first year studies in any of the undergraduate degree programs offered by the University of Navarra.
- b. Students of the University of Navarra during the 2011-12 academic year who will continue their studies during the 2012-13 academic year.

Renewals of scholarship recipients:

Students of the University of Navarra who, during the 2011-12 academic year, were student aid recipients of the UNIVERSITY OF NAVARRA ALUMNI SCHOLARSHIP PROGRAM (ASP).

2. Amount of the Scholarship

The UNIVERSITY OF NAVARRA ALUMNI SCHOLARSHIP PROGRAM (ASP) intends to cover all the expenses necessary in order to study at the University of Navarra, **in particular tuition and housing costs**, which the student is unable to pay for. Based on an individualized study of each application, taking into account the public financial aid for which the student is eligible, the amount of the Alumni Scholarship will be established, which will be applied, according to each case, to the tuition for the 2012-13 academic year, to housing and to the student insurance policy.

The Alumni Scholarship will be renewed annually provided that the scholarship recipient complies with all the requirements established in the present guidelines. The quantity of the renewals will be determined in an individualized manner, depending on the economic circumstances of the family. In order that the beneficiaries of the Alumni Scholarship may benefit from a complete university formation, they may apply for aid in order to participate in those extracurricular courses or programs organized by the University which are considered to be opportune, and which will be determined individually for each of the students admitted.

3. Applications

First-year applicants

1. Demonstrate a clear economic need on the part of the family unit that justifies the scholarship application, without which aid the student could not study at the University of Navarra. Not surpass a per capita income of 15,000 € for the family unit.
2. Obtain in Bachillerato or equivalent studies a minimum grade point average of 8.5 out of 10 or, for degree programs in Humanities and Social Sciences, equal or greater to 8 out of 10.
3. Be admitted to a Hall of Residence, where the student will reside during at least the first two years of his or her university studies. In the case of applicants who will reside in their parents' home, they will have to apply for admission as participants in the cultural activities of one of the University Clubs which participates in the Alumni Scholarship Program.
4. Participate in a personal interview at the Alumni Scholarships Office.
5. Not be in possession of any university degree (Diplomature, Technical Architect, Technical Engineer, Licentiate, Architect or Engineer, or their equivalent denominations in the student's country of origin).

6. Not have had his or her application for admission to the ASP rejected in previous editions.

Basic requirements that must be complied with for the application

Form for Application for Admission to the Alumni Scholarship Program for first-year students, correctly filled out in all of its sections, plus a recent photo (not a photocopy).

Academic certification of the grades received in the 1st and 2nd years of Bachillerato or equivalent studies, emitted by the center where the student has carried out his or her studies. If, at the moment of presenting the application the student has still not received the grades for the second year of Bachillerato, the student may submit only those of the first year of Bachillerato, although he or she must submit those for the second year as soon as they are available. Applications from countries other than Spain must submit the equivalent documentation.

Personal interview with the applicant at the Alumni Scholarship Offices. Indicate a proposed date for participation in the interview: (prior to the end of the scholarship application period).

Economic documentation:

All applicants:

Photocopy of the **Tax on the Income of Physical Persons (IRPF) for the 2010 fiscal year** for all the members of the family unit of the candidate who have filed a tax return. Those who have not filed a tax return, but who have received income for any motive in 2010, must justify it via the corresponding certification.

In certain cases:

1. Documentation concerning special situations which may affect the family: families with 3 or more children, unemployment, disabilities, incapacities, being an orphan, etc.
2. Certification of the income not included or exempt from the IRPF of 2010 received by any of the computable members of the family (student, father, mother or legal guardian, unmarried siblings under 25 years of age who lived in the family residence as of December 31, 2009).
3. Certifications which accredit the performance of investments (checking or savings accounts, stocks, bank deposits, participation in investment funds, etc.) corresponding to 2010, only in the case that one or more of the computable members of the family unit did not present an IRPF tax return.

Documentation which must be provided

Post first-year applicants

1. Justify an exceptional change or circumstance in the family economic situation which demonstrates the need for applying for this scholarship, without the help of which the student could not continue his or her studies at the University. Not surpass a per capita income of 15,000 € for the family unit.
2. Be an undergraduate student of the University of Navarra in the 2011-2012 academic year and have passed all of the courses for which he or she has registered during the ordinary exam period, with a cumulative grade point average equal or superior to:
 - 7 out of 10 in studies of Architecture and Engineering,
 - 7.5 out of 10 in the biohealth programs (Schools of Sciences, Pharmacy, Medicine and Nursing) and in the double degree programs.
 - 8 out of 10 in the rest of the degree programs.Being among the top 10% of his or her class will also serve as a criterion for applying for the scholarship.
3. For those students who will be entering 2nd year university studies: Reside in a Hall of Residence, or, in the case of students residing in their parents' home, take part in the cultural activities of a University Club which participates in the Alumni Scholarship Program.
4. Participate in a personal interview at the Alumni Scholarships Office.
5. Not have had his or her application for admission to the ASP rejected in previous editions.

Basic requirements that must be complied with for the application

Form for Application for Admission to the Alumni Scholarship Program for post first-year applicants, correctly filled out in all of its sections, plus a recent photo (not a photocopy).

For second-year students: notification of renewal of their contract with the Hall of Residence in which they live, or of their renewal as a participant in the activities of the University Club if they live in the parents' home. If the student is not yet in possession of this information, make note of this lack and notify the ASP Offices as soon as he or she has received notification of renewal.

Personal interview with the applicant at the Alumni Scholarship Offices. Indicate a proposed date for participation in the interview: (prior to the end of the scholarship application period).

Economic documentation:

All applicants:

Photocopy of the **Tax on the Income of Physical Persons (IRPF) for the 2010 fiscal year** for all the members of the family unit of the candidate who have filed a tax return. Those who have not filed a tax return, but who have received income for any motive in 2008, must justify it via the corresponding certification.

In certain cases:

1. Documentation concerning special situations which may affect the family: families with 3 or more children, unemployment, disabilities, incapacities, being an orphan, etc.
2. Certification of the income not included or exempt from the Income Tax of 2010 received by any of the computable members of the family (student, father, mother or legal guardian, unmarried siblings under 25 years of age who lived in the family residence as of December 31, 2009).
3. Certifications which accredit the performance of investments (checking or savings accounts, stocks, bank deposits, participation in investment funds, etc.) corresponding to 2010, only in the case that one or more of the computable members of the family unit did not present an IRPF tax return.

Documentation which must be provided

Renewals

1. Family economic need that justifies the renewal of the Alumni Scholarship in order to continue studying at the University of Navarra. Not exceed a per-capita income of 15,000 € for the family unit.
2. Have passed all of the courses for which he or she has registered during the ordinary exam period, with a cumulative grade point average equal or superior to:
 - 7 out of 10 in studies of Architecture and Engineering,
 - 7.5 out of 10 in the biohealth programs (Schools of Sciences, Pharmacy, Medicine and Nursing) and in the double degree programs.
 - 8 out of 10 in the rest of the degree programs.Being among the top 10% of his or her class will also serve as a criterion for renewing the scholarship.
3. Favorable reports from the student's advisors concerning his or her academic performance and, depending on the case, of the Hall of Residence or University Club.
4. For those students who will be entering 2nd year university studies: continue residing one more year in a Hall of Residence or, in the case of those residing in their parents' home, take part in the cultural activities of a University Club which participates in the Alumni Scholarship Program.

Basic requirements that must be complied with for the application

Form for Application for Renewal of the Alumni Scholarship Program, correctly filled out in all of its sections, plus a recent photo (not a photocopy).

For second-year students: notification of renewal of their contract with the Hall of Residence in which they live, or of their renewal as a participant in the activities of the University Club if they live in the parents' home. If the student is not yet in possession of this information, make note of this lack and notify the ASP Offices as soon as he or she has received notification of renewal.

Economic documentation:

All applicants:

Photocopy of the **Tax on the Income of Physical Persons (IRPF) for the 2011 fiscal year** for all the members of the family unit of the candidate who have filed a tax return. Those who have not filed a tax return, but who have received income for any motive in 2011, must justify it via the corresponding certification.

In certain cases:

1. Documentation concerning special situations which may affect the family: families with 3 or more children, unemployment, disabilities, incapacities, being an orphan, etc.
2. Certification of the income not included or exempt from the Income Tax of 2011 received by any of the computable members of the family (student, father, mother or legal guardian, unmarried siblings under 25 years of age who lived in the family residence as of December 31, 2011).
3. Certifications which accredit the performance of investments (checking or savings accounts, stocks, bank deposits, participation in investment funds, etc.) corresponding to 2011, only in the case that one or more of the computable members of the family unit did not present an IRPF tax return.

Documentation which must be provided

4. Requesting aid for extracurricular activities

The ASP has available funds for fostering participation in extracurricular University activities on the part of Alumni Scholarship Recipients.

The UNIVERSITY OF NAVARRA ALUMNI SCHOLARSHIP Committee will study the provision of aid for this type of extracurricular activity.

The Alumni Scholarship recipient must submit a written application providing information about the activity and explaining the motives for which he or she wishes to participate in the activity, and indicating the amount of money needed in order to complete the payment of this activity. The application must be presented at least one month prior to the beginning of the activity, which must in all cases be organized by a university center of the University of Navarra.

5. Recuperation of the Alumni Scholarship

In order to recuperate the condition of Alumni scholarship recipient, the candidate must comply with the following requirements:

- a. Have lost the scholarship for failure to meet the academic requirements.
- b. Comply with the requirements for the renewal of the Alumni Scholarship.

6. Place of presentation of the applications

In the Alumni Scholarship Offices. They can be submitted in person or sent by postal mail (no mail) to the following address:

BECAS ALUMNI UNIVERSIDAD DE NAVARRA

Edificio Central

Universidad de Navarra

31080 Pamplona. Navarra. Spain

7. Deadlines for presenting applications

a. First-time applicants:

- Early application period: from October 15, 2011 through February 15, 2012.
- Ordinary application period: from February 16 through April 15, 2012.

b. Renewals: until May 30, 2012.

Those applications that are received after the deadline will not be taken into account.

8. Concession

The concession of the scholarship is not guaranteed by compliance with the published requirements. It is conditioned upon the availability of funds of the UNIVERSITY OF NAVARRA ALUMNI SCHOLARSHIP PROGRAM and upon the evaluation of the application by the Alumni Scholarship Committee.

9. Resolution

a. First-time applicants

For those who applied during the early application period, the decision will be communicated to the applicant prior to March 30 of 2012. For those who applied during the ordinary application period, the decision will be communicated prior to May 30, 2012. The amount of the scholarship may be adjusted later, in accordance with the family situation, with the provision of economic data, concession of other financial aid (public or private), etc., provided after the initial notification of concession of the scholarship has been sent.

b. Renewals

The decision to renew the Alumni Scholarship will be communicated to the student prior to August 1, 2012. The amounts of the scholarship may be adjusted, in accordance with the family situation, with the provision of economic data, concession of other financial aid (public or private), etc., provided to the University later. For purposes of notifying students of the resolution of their applications, any of the following three means of contact may be considered as the domicile of the student, and a valid means of contact: (1) the email indicated on the application for admission to the ASP; the postal address provided on the application for admission to the ASP; and (3) any of the contact telephone numbers provided on the application for admission to the ASP.

10. Acceptance

Once the applicant has been notified of a favorable resolution of his or her application, the applicant must communicate his or her acceptance of the Alumni Scholarship to the Alumni Scholarship Office within the following five working days.

The notification of acceptance may be sent by postal mail to the Alumni Scholarship Office or by email (becasalumni@unav.es).

11. Regimen of the Alumni Scholarship

The regimen of the Alumni Scholarship will be regulated, during the entirety of the 2012-13 academic year, by that which is specified in the current document and in the Regulations of the UNIVERSITY OF NAVARRA ALUMNI SCHOLARSHIP PROGRAM.

12. Economic management of the Alumni Scholarship

The payments of the quantities corresponding to tuition, housing, insurance and extracurricular programs are made directly to the corresponding entities, in the name of the scholarship recipient.

13. More Information

Alumni Scholarship Offices
Edificio Central
Universidad de Navarra
31080 Pamplona. Spain
Telephone +34 948 425 669
Fax: +34 948 425 619
becasalumni@unav.es
www.unav.es/becasalumni